

# ONE STOP PERMITTING

CITY OF BIRMINGHAM  
 DEPARTMENT OF PLANNING, ENGINEERING & PERMITS  
 710 20<sup>th</sup> Street, North  
 ROOM 210, CITY HALL  
 BIRMINGHAM, ALABAMA 35203

Randall L. Woodfin, Mayor

Katrina R. Thomas, Director

<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <h2 style="margin: 0;">SIGN PERMIT APPLICATION</h2> </div>	<div style="border: 1px solid black; padding: 5px;">                 Date _____                  Case No. _____                  Master No. _____                  Project No. _____             </div>
P.I.D. No.: _____ Address Verified By: _____ Modified Address: _____	

Please print or type legibly and fill in all that apply

Job Site Address: \_\_\_\_\_  
 Location: (floor, wing, suite, etc.) \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 Scheduled Date for Installation of Sign \_\_\_\_\_

<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT  NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE : ( ) _____ CELLULAR : ( ) _____ FAX : ( ) _____ PAGER : ( ) _____ EMAIL: _____	<input type="checkbox"/> Contractor* <input type="checkbox"/> Tenant <input type="checkbox"/> Architect* <input type="checkbox"/> Designer* <input type="checkbox"/> Engineer* NAME: _____ COMPANY NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE : ( ) _____ CELLULAR : ( ) _____ FAX : ( ) _____ PAGER : ( ) _____ EMAIL: _____  <small>*Applicant is required to be authorized by owner to undertake work</small>
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CONTACT PERSON: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_ PHONE : ( ) \_\_\_\_\_ CELLULAR : ( ) \_\_\_\_\_  
 FAX : ( ) \_\_\_\_\_ PAGER : ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

Supply dimensioned plot plan showing placement of proposed sign, placement of all other signs for this premise and dimensions from property lines and building walls.

<u>PROPOSED USE</u> <input type="checkbox"/> Permanent <input type="checkbox"/> Portable <input type="checkbox"/> Temporary <input type="checkbox"/> Roof  <u>TYPE OF WORK</u> <input type="checkbox"/> Alterations <input type="checkbox"/> New <input type="checkbox"/> Large Assembly  <u>ZONING DISTRICT</u> <input type="checkbox"/> _____ <input type="checkbox"/> Historic District <input type="checkbox"/> Overlay District <input type="checkbox"/> Area of Special Aesthetic Concern	<u>FEATURES</u> <input type="checkbox"/> Electrical <input type="checkbox"/> Illumination <input type="checkbox"/> Dynamic Elements  <u>CONFIGURATION</u> <input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Shopping Center <input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Roof Sign <input type="checkbox"/> Other _____	<u>OVERALL HEIGHT OF SIGN</u> _____ ft.  <u>NO. OF FACES</u> _____  <u>SIGN FACE AREA</u> _____ sq. ft.	<u>OTHER SIGNS ON PREMISE</u> _____ sq. ft.  <u>TOTAL SIGNS ON PREMISE</u> _____ sq. ft.  <u>BUILDING FACADE AREA</u> _____ sq. ft.
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DESCRIPTION OF WORK: \_\_\_\_\_

### FOR STAFF USE

<u>PERMIT FEE WAIVED</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>PENALTY FEE</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>PENALTY FEE WAIVED</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>PLANS REQUIRED</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>OTC</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
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### CERTIFICATION

I hereby certify that I have read this application and that all information contained herein is true. If any portion of this information, either intentionally or unintentionally, is false or is a misrepresentation of the material facts, the permit or process granted will be void. I further certify that if I am not the owner, I have proper authorization from the owner to act as representative on his/her behalf and that I may be required to provide written documentation of such authorization to the City of Birmingham.

If the valuation on a commercial project is \$50,000 and over, the contractor **must** have an Alabama General Contractors license.

\_\_\_\_\_  
 Signature (Applicant) \_\_\_\_\_  
 Date

### FEES BASED ON CURRENT ADOPTED TECHNICAL CODE

If sign requires electricity, an Electrical permit is required prior to issuance of Sign permit.

Sign Permit fee for all signs listed include both an application fee and a sign face fee. The total fee amount for any sign is the sum of the two component fee items:

**A. Sign Application Fee**

- 1. To erect a wall / projecting sign (except a roof sign).. \$175.00
- 2. To erect a roof sign .....\$250.00
- 3. To erect a pole or monument sign .....\$300.00
- 4. Reader board, message board (any sign with rolling or static script), animated, or video display:
  - a. Additional fee per sign face..... \$100.00
  - b. Additional fee per sign face for pole and monument.....\$300.00

Plus

**B. Sign Face Fee**.....\$1.50 per square foot of sign face

**C. Annual Fees**

Annual fees must be paid by January 31st of each year

Pole / Monument Sign Annual Fee.....\$200.00

Portable Ground Signs. An annual fee of \$100.00 shall be paid for all portable signs and the fee for the first year shall be paid at the time of permit issuance and shall be in addition to all other fees.